

Billings JSEC
Planning Meeting Minutes
August 3, 2011

Prepared by: Sharon Michael, Billings Job Service-JSEC Coordinator

In attendance:

Lisa Wallace- Chair-MSU-Billings

Denise Giffin- Co-Chair-Woods Powr-Grip Co.

Vonda Sorenson- NAPA

Terry Harvey- Billings Job Service

LynnDee Schmidt- Treasurer-Yellowstone County

Karen Sinclair- Alternatives, Inc.

Ryan Van Ballegooyen- Billings Job Service

Sharon Michael- Billings Job Service

Absent:

Heather Brenden, Ryan Brosseau, Sylvia Noble, Patty Nordlund, Lisa Nunberg, Shelly Popp, Lisa Reynolds, Hilary Swenson, Steve Wilson and Tom Willis.

Sharon introduced Terry Harvey as the new JSEC Co-Coordinator.

Employer Seminars:

Fall Seminar:

- Sharon provided an update of the fall seminar. The seminar will include a panel of two speakers to discuss Human Rights in Montana. Suggested speakers include Jason Ritchie with Holland & Hart and Marieke Beck with the Human Right Bureau.
- LynnDee is currently working with County Commissioners to secure sponsorship and a date in late October at MetraPark.
- Committee reviewed the seminar fees from last year; \$50 per person or \$40 per person if 3 or more register from the same company. If event sponsorship can be secured then committee would like to keep the fees the same as last year.
- LynnDee will pursue HRCI re-certification credits once event details are confirmed.

Mini Training Sessions:

- Sharon discussed the results of the "Workshops Needs for Local Business" survey that was conducted in July.
 - 33.3% said spring is the ideal time of year to attend the workshops
 - 50.0% said early mornings is the ideal time of day to attend the workshops
 - Human Rights, Hiring Practices, and Performance Evaluations were the top desired topics with 75.0%. Absenteeism, Drug Testing, Supervisor Training, and Workers Compensation were the next top topics with 66.7%
- Due to the results of the survey, the mini-training sessions will be discussed at a future JSEC meeting.

Partnering with the State of Montana Professional Development Center:

- The State of Montana Professional Development Center would like to partner with the local JSEC to promote training opportunities. The Professional Development Center is offering a discount to employers that mention JSEC.
- Discussed JSEC involvement with the promotion.
- Sharon will gather additional details and present at the next JSEC meeting.

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Jobs Jamboree:

- Jobs Jamboree is scheduled for Tuesday, March 20, 2012 at MetraPark Montana Pavilion. We have first right of refusal
- Discussed on-line registration issues we experienced last year
- Committee discussed the possibility of shifting the on-line registration cost to those choosing to register online
- Sharon will provide additional details at September's meeting

Scholarships:

- The committee agreed to continue with the scholarship program. The number and value of the scholarships will be determined later in the year.

Membership Drive:

- Committee agreed that a top goal for the 2011-2012 JSEC year would be to expand/extend JSEC memberships
- Will develop a Membership Sub-Committee to head up the efforts. This sub-committee will focus in three areas:
 - Employer to employer recruiting
 - Actively recruiting back previous member
 - Recruiting new business representatives
- Sharon will send an email to recruit sub-committee volunteers

By-Law Committee:

- LynnDee suggested establishing a by-law sub-committee to review/update and ensure compliance with the JSEC by-laws
- Will discuss/establish a sub-committee at September's meeting

JSEC Meetings:

- JSEC monthly meetings will be held on the third Friday of the month from 8am-9am at the Billings Job Service beginning Friday, September 16, 2011

Meeting adjourned: 6:45 p.m.

JSEC Kickoff Meeting: 8:00 am Friday September 16, 2011, at Billings Job Service